

COMMERCIAL SITE PLAN **APPLICATION PROCEDURE**

Each application for a building permit for which approval of the Madison County Engineer is required shall include two (2) copies of plans for our records showing all information required for review of the proposed work by the Madison County Engineer. All items should be consolidated onto one sheet, if possible. Plans shall be certified by a professional engineer.

An address must be obtained from Madison County House Numbering, Phone 256-746-2909, prior to scheduling a commercial site review.

Once the completed application package is ready for submittal, contact the Madison County Engineering Department, telephone 256-746-2900, to schedule a commercial site review appointment. Plans must be submitted to the Madison County Engineer one week prior to the appointment.

Construction must begin within one year of the permit approval date and must be completed within two years of the approval date. Otherwise, the permit is void and the commercial site plan application review process must begin again.

REQUIRED INFORMATION

A complete application package shall include information on the following items:

- ☐ 1. A completed Commercial Site Review form (see below) along with a \$50 site review fee, check made payable to Madison County Commission.
- ☐ 2. A complete plan of the proposed development at a scale no less than 1 inch = 100 feet (Typical 24 x 36 plan sheet). This plan is to include existing and proposed contours at intervals no greater than 2 feet with at least one benchmark required, including the elevation relative to National Geodetic Vertical Datum (NGVD). Contours shall extend to the centerline of all roads/streets bordering the site and 50 feet beyond the boundary of the property.
- ☐ 3. Existing and proposed buildings, impervious surfaces, easements, right-of-way land, and drainage structures, including inlets, catch basins, manholes, junction boxes, driveway pipes, culverts, cross drains, headwalls, outlet facilities, and sanitary sewers, with size, type, slope, invert elevations, and quantity indicated.
- ☐ 4. If a project will be constructed in phases, common facilities and phasing schedules.
- ☐ 5. Hydrologic and hydraulic calculations for appropriate design conditions and facilities, including detention/retention facilities, and reservoir routing calculations.

- ☐ 6. Any proposed ditches or channel improvements, with typical section and proposed limits of change indicated.
- ☐ 7. Any high water marks or flood lines, either calculated or observed in the vicinity of the proposed limits of change indicated.
- ☐ 8. All fill areas indicated as such, with the limits and elevation indicated.
- ☐ 9. Drainage arrows indicating the existing and proposed direction of runoff throughout the plan.
- ☐ 10. Invert and top grate elevations on all catch basins and inlets in addition to flow line elevations, stations, and percent grades of all cross drains and pipe between inlets and catch basins.
- ☐ 11. For flood plain areas, designated floodway along with regulatory flood elevations, cut and fill cross sections and calculations, lowest floor elevations for buildings in the flood plain. Hydraulic calculations should be submitted, when appropriate.
- ☐ 12. Temporary erosion and sedimentation control measures (straw bales, silt fence, etc.) to be implemented during construction.
- ☐ 13. Final stabilization measures proposed for all disturbed areas on the property. Areas with slopes equal to or greater than two feet horizontal to one-foot vertical shall be stabilized with riprap or another equally effective stabilization measure. Stabilization for each ditch shall be shown.
- ☐ 14. Where special structures such as box culverts, bridges, or junction boxes are proposed, detail plans showing dimensions, reinforcement, spacing, sections, elevations, and other pertinent information.
- ☐ 15. Plans and calculations signed and sealed by a registered engineer.
- ☐ 16. A certificate that AASHTO standards for sight distance and geometric design has been met.
- ☐ 17. Signature/Permit from Health Department, or a note requiring final approval from the Health Department before a CO is issued.
- ☐ 18. Signature from the water/utility servicing the site.
- ☐ 19. Vicinity Map.
- ☐ 20. Flood Zone Certificate.
- ☐ 21. Tie point

☐ 22. Identify the location of the nearest fire hydrant

All required signatures must be obtained before scheduling a commercial site review.

Revised 2/14/2011

Madison County Public Works Commercial Site Review

Business Description: _____

Address: _____

Engineering Firm: _____

Address: _____

Contact Person: _____ **Phone:** _____

Owner: _____

Address: _____

Contact Person: _____ **Phone:** _____

Builder: _____

Address: _____

Contact Person: _____ **Phone:** _____

Comments: _____

Date Approved: _____ **Approved By:** _____

Paid By: Check # _____ **Cash** _____